



Building and Code Compliance Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5030
Fax: (305) 805-5036

WINDOW AND DOOR REPLACEMENT PERMIT REQUIREMENT

1. ____ Permit application, signed & notarized by the owner and contractor
2. ____ If permit is by homeowner, submit:
 - INSTRUCTIONS OWNER- BUILDER
3. ____ If permit is by contractor, submit:
 - WORKMAN'S COMP.
 - COPY OF CONTRACT
4. ____ Schematic layout of the house and or building showing the room names and size, showing all new windows and doors as follows:
 - ____ a) Indicate the size of the windows and or doors; indicate "2" for double window in the same opening.
 - ____ b) The product approval number of each window and / or door at their location.
 - ____ c) If mullions are to be used between double windows indicate the cross section (1"x3", 2"x4") etc. with the N.O.A. applicable to the same manufacture.
5. ____ Show a front view (elevation) of each exterior wall which will have windows and, or doors replaced, show all windows and, or doors in their approximate location and the roof mean height, a note will be acceptable. Also with floor plan showing each window numbered, a list of all windows and their height of egress window opening from interior finished floor.
6. ____ Indicate the wind load pressures at each opening.
7. ____ A letter of authorization from the panel manufacturer indicating the site where the panels are to be installed and the installer authorized.
8. ____ Shutter permit is required if the new windows and sidelights on doors are not impact resistant.
9. ____ Any windows in habitable rooms (bedrooms) that do not have an exterior door or another egress window must meet the egress requirements of the F.B.C. Include height of opening from finished floor (Max. 44") and minimum 5.0 sq. ft. opening (1st floor) & 5.7 sq. ft. opening (on 2nd Floor) per F.B.C. (R310.1.1)
10. ____ Two sets of current legible Product Approval Notice of Acceptance of each window or mullion used, 11 x 17, highlight doors or windows being used
11. ____ A statement by the owner, as follows, signed and notarized.

OWNER STATEMENT

Date: _____

To: Building Official
Building and Code Compliance Dept.
City of Miami Springs

Job address: _____

I am requesting a permit to remove and replace the windows and or doors in my Home. All the openings will remain with the same size, there will be no additional openings and or enlargement of any opening.

Respectfully,

Owner's name

Notary Public: _____

Date: _____

Owner's signature

Type of identification

Produced photo identification-

Personally known to me